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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

WORKING DRAFT OF ADMINISTRATIVE PROVISIONS OF THE SALARY STANDARDIZATION ORDINANCE 1973-74

December 4, 1972

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

151 City Hall

December 4, 1972

To: All Department Heads
Departmental Personnel Officers
Employee Organization Representatives

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Work draft of Administrative Provisions

As you know, the Personnel Department staff has been in the process of reviewing and rewriting the Administrative Provisions of the Salary Standardization Ordinance for the fiscal year 1973-74. You were invited to submit any suggestions you might have to assist us in this project.

A working draft of the simplification of these administrative provisions, as prepared by the staff, is attached to this memorandum. We invite you to study this draft and attend a meeting to discuss these changes as well as any others that you may suggest. The meeting will be in Room 52A (rear) of the Civil Service Commission Offices on December 15 beginning at 9:30 A.M.

CIVIL SERVICE COMMISSION

Bernard Orsi

Bernard Orsi
General Manager, Personnel

please let us hear from you!

SALARY STANDARDIZATION ORDINANCE
FISCAL YEAR - 1973-74

File No. 270-72-1 Ordinance 71-72

An Ordinance fixing, designating, enumerating and providing schedules of compensation for persons employed by the City and County of San Francisco, the San Francisco Community College District and the San Francisco Unified School District, whose compensations are subject to the provisions of Section 8.400 and Section 8.401 of the Charter and establishing working schedules and conditions of employment and methods of payment, effective July 1, 1973.

Be it ordered by the people of the City and County of San Francisco:

SECTION I. SCHEDULES OF COMPENSATION

A. SCHEDULES.

The salaries and wages for the respective classifications of employment shall be paid for services under a normal work schedule as defined in Section II hereof.

The compensations are gross compensations and are on a bi-weekly basis unless otherwise specified.

B. MAINTENANCE AND CHARGES.

Charges and deductions for any and all maintenance, such as housing, meals, laundry, etc., furnished to and accepted by employees shall be indicated and made on timerolls and payrolls in accordance with a schedule of charges for such maintenance fixed and determined in the Annual Salary Ordinance.

Employees assigned to work in the covered channels or on machinery located below the water line in the sedimentation or grit tanks of a sewage treatment plant shall be furnished with protective clothing, uniforms or work clothes and laundry connected with this employment without charge.

At a nominal charge physicians and psychologists in the Department of Public Health may be provided with city office space to be used for normal duty assignments, subject to the approval by the Civil Service Commission. Charges for office space shall be as provided in the Annual Salary Ordinance.

The Director of Public Health is authorized to provide standards for the administration of this section which shall include a certification that the office space furnished shall not be used to provide treatment for City and County employees or patients of the Public Health Department, and proper indemnification to the City and County should any claim arise from the use of said office space.

SECTION II. WORK SCHEDULES

A. NORMAL WORK SCHEDULES.

1) A normal work day is a tour of duty of eight hours completed within nine hours.

2) A normal work week is a tour of duty on each of five consecutive days.

EXCEPTIONS -

a) Those classes whose work schedules are related to craft or other classes in Section 8.403.

b) The 20-20 Educational Program. (For the administration of this program see Civil Service Rule 28, Section 28.05.)

c) Other work schedules as approved by the Civil Service Commission (i.e., remote locations, changes in shifts, Saturday morning work schedules, specially funded training programs).

d) Educational and training courses - Regular permanent civil service employees may on a voluntary basis with approval of appointing officer, work a forty-hour week in six days when required in the interest of furthering the education and training of the employee.

e) Physicians - Employees in Class 2220 assigned to emergency hospital service shall have their work schedules determined by the Director of Public Health with the approval of the Civil Service Commission.

B. PART-TIME WORK SCHEDULES.

A part-time work schedule is a tour of duty of less than forty hours per week.

SECTION III. COMPENSATIONS FOR VARIOUS WORK SCHEDULES.

A. NORMAL WORK SCHEDULE - The compensations fixed herein on a -

1) Per diem basis are for a normal work day.

2) Bi-weekly basis are for a bi-weekly period of service consisting of normal work schedules.

B. PART-TIME WORK SCHEDULES.

1) Salaries for part-time services shall be calculated upon the compensation for normal work schedules proportionate to the hours actually worked.

2) Employees in classifications 2614 School Lunchroom Helper, Female, and 2616 School Lunchroom Helper, Male, shall be paid not less than an average of two hours per day in each payroll period. Work time shall be computed by the hour and the half-hour only.

SECTION IV. ADDITIONAL COMPENSATION.

A. CONTAGIOUS DISEASE PAY.

Employees (except physicians) assigned to positions in the isolation division, chest clinic, tuberculosis wards and morgues whose duties require continuous direct and personal contact with patients suffering from contagious disease shall be paid ten (10) dollars per bi-weekly pay period more than the amount to which they are otherwise entitled, subject to the approval and recommendation of the respective appointing officers.

Employees whose request for this extra compensation is not recommended by the appointing officer may appeal to the Civil Service Commission.

B. NIGHT TOUR OF DUTY.

A night tour of duty is eight hours work completed within nine hours commencing after 2 PM and prior to 6 AM.

Employees whose compensations are fixed on a bi-weekly basis who work on a night tour of duty shall be paid 6¼% more than the base bi-weekly rate for that class.

This provision shall also apply to employees in the class of 7334 Stationary Engineer and 7372 Stationary Engineer, Sewage Plant and part-time employees of the Juvenile Court in the class of 8320 Counselor who work four hours or more but less than eight hours and whose tour of duty ends at 8 PM or later.

This provision shall not apply to 2320 Registered Nurses assigned to night shifts as Ward Nurses or 2220 Physicians assigned to Emergency Hospital Services.

EXCEPTIONS - Employees in classes 3284 Recreation Director, 3286 Senior Recreation Director and 3257 Senior Photography Instructor whose shift begins on or after 1 PM shall be paid 6¼% more than the base bi-weekly rate.

A shift designated as a second shift pursuant to the provisions of Section IV or Ordinance No. 68-62, the Salary Standardization Ordinance for the fiscal year 1962-63 shall continue to be so designated for the purpose of the extra compensation herein provided.

C. SHIFT WORK.

A shift is a tour of duty of eight hours work completed within nine hours. Where more than one shift is worked, the shifts shall be designated as first, second and third shifts. A second shift shall mean a shift that replaces a first shift, and the third shift shall mean a shift that replaces a second shift, regardless of the starting time of such shifts. No shift shall be considered to be a second or third shift unless service is provided for the particular classification on a 24-hour basis.

Employees whose compensations are fixed on a bi-weekly basis who work a second or third shift shall be paid 6½% more than the base bi-weekly rate for that class except 2220 Physicians assigned to the Emergency Hospital Services.

Employees in the classes of 7334 Stationary Engineer and 7372 Stationary Engineer, Sewage Plant, although paid on an hourly basis shall be entitled to shift pay under these provisions.

D. SPLIT SHIFT PAY.

A split shift shall be a tour of duty of eight hours work completed within eleven hours but extended over more than nine hours. There shall be only one split in any shift.

Employees on a split shift shall be paid for time actually worked and shall be paid 50% above their base rate after the ninth hour.

This provision shall not apply to employees whose compensations are fixed on a per diem or hourly basis or to employees of class 2220 Physician assigned to Emergency Hospital Service.

EXCEPTION - Employees of Camp Mather who during the summer season work a tour of duty of eight hours completed within thirteen hours shall be paid $1.50 per day above the compensation to which they are otherwise entitled.

E. INTERPRETER - TRANSLATOR PAY. (Delete to encourage increase in minority recruitment.)

F. PERSONAL INJURY FROM VIOLENT ACTS.

Employees who are continually exposed to the likelihood of personal injury resulting from the violent acts of persons with whom they are required to come into contact under circumstances which preclude the summoning of

assistance in dealing with these violent acts shall be paid 2½% more than the base rate, exclusive of any additional compensation for other special assignments.

This provision is not intended to apply to employees in classifications where contact with violent persons is a normal duty or is characteristic of the class.

Such payment shall be subject to certification by the appointing officer and approval of the General Manager, Personnel.

G. UNDERWATER DIVING PAY.

Port Commission employees shall be paid $_____(union rate) per hour more than the base hourly rate exclusive of any additional compensation for other assignments when actually engaged in under water diving operations for the Port Commission.

H. PROTECTED RATE FOR PERMANENT EMPLOYEE INVOLUNTARILY RELEASED FROM HIGHER POSITION.

When an employee who has served for not less than four years under regular civil service or exempt permanent appointment is involuntarily released from such position for reasons other than disciplinary action, and returns to a lower civil service classification prior to July 1, 1972, he shall continue to receive the rate of pay equivalent to the rate of pay received in the higher classification, provided that his salary thereafter shall not be increased as long as such salary is beyond the maximum of the schedule for the class to which he was returned.

I. SUPERVISORY DIFFERENTIAL ADJUSTMENT.

The Civil Service Commission is hereby authorized to adjust the compensation of a supervisory employee -

1) That as a part of the regular responsibilities of his class, the supervisor is required to exercise immediate day to day line supervision over a subordinate.

2) That day to day line supervision is exclusive of local administrative control and work assignments of craft personnel on regular, extended, or temporary assignments.

3) That the day to day line supervision is a matter of record in the office of the Civil Service Commission in the classification reports or classification questionnaires approved by the Civil Service Commission prior to 1-1-71.

4) That the compensation schedule of the supervisory employee is less than 5% over the basic straight time compensation schedule for the normal work week of the class so supervised.

5) That the adjustment of the compensation schedule of the supervisory employee shall be to the nearest compensation schedule representing but not to exceed 5% over the basic straight time compensation schedule for the normal work week of the class so supervised.

6) That the Civil Service Commission shall be the judge as to whether the compensation schedule of a supervisory employee shall be adjusted in accordance with this provision.

SECTION V. OVERTIME - COMPENSATION.

A. Appointing officers may require employees to work longer than eight hours per day or longer than the normal work week. Any time worked under proper authorization of the appointing officer by an employee, exclusive of part-time employees, in excess of the regular or normal work week shall be designated as overtime and shall be compensated at one and one-half times the rate of

compensation for the normal work schedule.

The Civil Service Commission shall determine whether work in excess of 8 hours a day performed within a 16 hour period following the end of the last preceding work period shall constitute overtime or shall be deemed to be work scheduled on the next work day.

B. Employees occupying executive, administrative or professional positions designated by a "Z" symbol in the Annual Salary Ordinance shall not be paid for overtime worked but may be granted compensatory time off for time worked in excess of normal work schedules.

C. An employee who works a sixth day which is also a holiday shall be paid 2.25 times the base rate.

D. RECORDATION OF OVERTIME.

All overtime worked by employees which is authorized by the appointing officer shall be recorded on separate timerolls.

Compensation for overtime worked as provided in this section shall be paid on an hourly basis. The Civil Service Commission shall establish a schedule of hourly rates and this schedule shall be in accordance with the provisions of Section 8.401 of the Charter.

E. PREMIUM PAY AND WORK SCHEDULES FOR CLASSES BEARING A DEFINED RELATIONSHIP TO CRAFTS BECAUSE OF CLOSE RELATIONSHIP OF DUTIES, TRAINING AND EXPERIENCE.

Premium pay for overtime, shift work and holidays worked and designation of holidays, holiday payments, health and welfare benefits, work schedules and cost of living adjustments for miscellaneous classifications whose compensations are set under Section 8.401 of the Charter, shall be as fixed in the

Salary Standardization Ordinance, Section 8.403, for the craft to which the miscellaneous classification has a defined relationship as designated in Section 9 and Section 10.

If the rate of pay for such classification is fixed at an amount in a defined relationship to more than one craft, the premium pay for overtime, shift work, holidays worked and designation of holidays, holiday payments and work schedules shall be those fixed in the Salary Standardization Ordinance for the craft from which the greater percentage of the rate of pay is derived. Health and welfare benefits shall be determined by relative percentages to the craft to which the compensation of such classification is related.

Cost of living adjustments to craft classes shall also be applied to the above classes at an amount in a defined relationship to the rate of pay for the craft class.

SECTION VI. HOLIDAYS AND HOLIDAY PAY.

A. Except as otherwise provided in Section V (B), and except when normal operations require, or in an emergency, employees shall not be required to work on the following days hereby declared to be holidays for such employees -

January 1, February 12 (Lincoln's Birthday), the third Monday in February, the last Monday in May, July 4, first Monday in September, September 9 (Admission Day), the second Monday in October (Columbus Day), the fourth Monday in October (Veterans' Day), December 25, Good Friday from 12 N. until 3 PM., every day on which an election is held through the state, every day appointed by the President or Governor for a Public Fast, Thanksgiving or holiday, provided further, if January 1, February 12, July 4, September 9, or December 25 falls upon a Sunday, the Monday following is a holiday.

In the event a legal holiday falls on Saturday, the preceding Friday

shall be observed as a holiday; provided, however, that except where the Governor declares that such preceding Friday shall be a legal holiday, each department head shall make provision for the staffing of public offices under his jurisdiction on such preceding Friday so that said public offices may service the public as provided in Section 7.702 of the Charter. Those employees who work on a Friday which is observed as a holiday in lieu of a holiday falling on Saturday shall be allowed a day off in lieu thereof as scheduledby the appointing officer.

Provided that the Board of Education may, for its own employees and employees regularly assigned from other departments, substitute for the holidays declared above an equal number of different holidays.

Holidays for employees in Class 2220 Physician (assigned to Emergency Hospital Service) shall be as determined by the Director of Public Health with the approval of the Civil Service Commission.

B. HOLIDAY COMPENSATION FOR TIME WORKED.

Employees required by their respective appointing officers to work on any of the above specified or substitute holidays, excepting Fridays observed as holidays in lieu of holidays falling on Saturday, including employees in Class 9220 Airport Operations Supervisor, shall be paid extra compensation of one additional day's pay at time and one-half the usual rate in the amount of 12 hours pay for 8 hours worked or a proportionate amount for less than 8 hours worked.

Executive, administrative and professional employees designated in the Annual Salary Ordinance with the "Z" symbol shall not receive extra compensation for holiday work but may be granted time off equivalent to the time worked.

C. HOLIDAYS FOR EMPLOYEES ON WORK SCHEDULES OTHER THAN MONDAY THROUGH FRIDAY.

Employees assigned to seven-day operation departments or employees working a five-day work week other than Monday through Friday shall be allowed another day off if a holiday falls on the day immediately preceding their tour of duty. Employees whose holidays are changed because of shift rotations shall be allowed another day off if a legal holiday falls on one of their days off.

If the provisions of this section deprive an employee of the same number of holidays that an employee receives who works Monday through Friday, he shall be granted additional days off to equal such number of holidays.

D. HOLIDAY PAY FOR EMPLOYEES LAID OFF.

An employee who is laid off the day before a holiday who has worked not less than five consecutive work days next preceding termination of employment, shall be paid for the holiday.

E. EMPLOYEES NOT ELIGIBLE FOR HOLIDAY COMPENSATION.

Persons employed for holiday work only or persons employed on a part-time work schedule or persons on leave without pay status both immediately preceding and immediately following the legal holiday, or employees in Class 2220 Physician (assigned to Emergency Hospital Service), shall not receive holiday pay.

F. TIME OFF FOR VOTING.

Employees may be granted sufficient time to vote outside of their regular working hours in accordance with the provisions of the State Election Code.

SECTION VII. SALARY STEP PLAN AND SALARY ADJUSTMENTS.

A. Appointments to positions in the City and County service shall be at the entrance rate established for the position except as provided:

1) APPOINTMENT IN A HIGHER CLASS.

An employee or officer who is a permanent appointee following completion of the probationary period or six months of permanent service, and who is appointed to a position in a higher classification, either permanent or temporary, deemed to be promotive by the Civil Service Commission shall have his salary adjusted to the proper step as follows:

a) Step in promotive class shall be that step which represents 7½% or 10% over salary received in class from which promoted. Proper step determined by bi-weekly compensation schedule.

b) If employee is receiving a salary above the entrance step of the promotive class, the salary shall be adjusted to two steps over the salary received in the lower classification but not above the maximum of the salary range of the promotive classification.

No further salary increment shall be received until he has completed the one year or six months of required service.

2) LIMITED TENURE TO PROMOTIVE.

A limited tenure appointee who accepts appointment to a promotive position from a regular eligible list shall have his salary in the promotive appointment based on his salary in his regular Civil Service next lower rank position from which he gained promotive eligibility.

If the following conditions are met, the salary in the promotive appointment shall be not less than the salary received under limited tenure appointment:

a) That the employee was serving under permanent limited tenure appointment for at least six months immediately prior to accepting such regular promotive appointment.

b) That the employee received the salary above the entrance rate of the compensation schedule in the permanent limited tenure appointment.

c) That if the salary steps in the limited tenure class and the regular promotional class do not match, then the employee shall receive the salary step which is immediately in excess of that received in the limited tenure appointment, but not to exceed the maximum of the compensation schedule.

d) Further increments in the compensation schedule in the regular promotive class shall be based upon the date of permanent appointment to the regular promotional appointment.

3) NON-PROMOTIVE APPOINTMENT.

When an employee who is a permanent appointee, occupying a permanent position, following completion of the probationary period or six months of permanent service and accepts a non-promotive appointment in a classification having a higher salary schedule, the appointee shall enter the new position at that salary fixed for such class (including seniority increments) in the schedules of compensation which is immediately in excess of the salary which the employee received immediately prior to his appointment to such position. Provided further, that when an employee who is a permanent appointee occupying a permanent position following completion of the probationary period or six months of permanent service, accepts a non-promotive appointment in a classification having the same salary schedule, or a lower salary schedule, the appointee shall enter the new position at that salary step which is the same as that received in the prior appointment, or if the salary steps

do not match, then the salary step which is immediately in excess of that received in the prior appointment, provided that such salary shall not exceed the maximum of the salary schedule. Further increments shall be based upon the seniority increment anniversary date in the prior appointment.

4) APPOINTMENT ABOVE ENTRANCE RATE.

Regular permanent or exempt appointments may be made at any step above the entrance step of the compensation schedule upon determination by the appointing authority that the individual possesses special qualifications, subject to review and approval by the General Manager, Personnel. In the event that any such approval be duly accorded, a written report thereof shall be filed with the Board of Supervisors.

5) DETERMINATION OF PAY FOR POSITION FORMERLY EXEMPT.

Where a position in the municipal service has been exempt from the salary standardization provisions of the Charter and becomes subject thereto, or where a position becomes subject to salary standardization provisions of the Charter of acquisition of a Public Utility, the employee holding such position shall for the purpose of determining the salary or wage to which such employee is entitled under the schedules of compensation, be credited with prior service had in such position immediately prior to such change in the status of the position, provided there was no interruption in the service of the employee at the time of such change in the status of the position.

6) SCHOOL TERM.

Employees of the Board of Education appointed to school term only positions, whose probationary period was terminated at the end of the Spring term in 1972, and who were rehired at a lower rate on a new probationary period

in the fiscal year 1972-73, shall be advanced on July 1, 1973 to that step in the salary range which is immediately in excess of the rate which they were receiving upon termination of their previous probationary period.

7) APPOINTIVE POSITION.

An employee who holds an appointive position, whose services are terminated through lack of funds or reduction in force, and is thereupon appointed to another appointive position with the same or lesser salary schedule, shall receive a salary in the second position based upon the relationship of the duties and responsibilities and length of prior continuous service as determined by the Civil Service Commission.

B. COMPENSATION ADJUSTMENTS.

1) When an employee promoted to a higher classification during a prior fiscal year will receive a lesser salary than if promoted in the same class during 1973-74, his salary shall be adjusted on July 1, 1973 to the rate he would have received had he been promoted in 1973-74. The Civil Service Commission is hereby authorized to adjust the salary and anniversary increment date of any employee promoted from one class to a higher classification who would receive a lesser salary than an employee promoted at a later date to the same classification from the same base class from which the promotional examination was held, and same salary step in such base class.

2) When a classification that was formerly a next lower rank in a regular civil service promotional examination receives through salary standardization a salary schedule higher than the salary schedule of the classification to which it was formerly promotive, the Civil Service Commission shall authorize a rate of pay to an employee who was promoted from such lower class, equivalent to the salary he would have received had he remained in such lower class,

provided that such employee must file with the Civil Service Commission a request for reinstatement to the first vacancy in his former classification, and provided further that the increased payment shall be discontinued if the employee waives an offer to promotion from his current classification or refuses an exempt appointment to a higher classification. This provision shall not apply to offers of appointment which would involve a change of residence, and provided further that the special rate of pay herein provided shall be discontinued if the employee fails to file and compete in any promotional examination for which he is otherwise qualified, and which has a compensation schedule higher than the protected salary of the employee.

3) An employee appointed to a position in the fiscal year 1972-73 at a flat rate where no salary schedule was provided, except where the flat rate fits an increment step within the schedule, shall be advanced on July 1, 1973 to the next step in the 1973-74 salary schedule.

C. COMPENSATION UPON TRANSFER OR RE-EMPLOYMENT.

1) An employee transferred in accordance with Civil Service Commission Rules from one department to another, but in the same classification, shall transfer at his current salary, and if he is not at the maximum salary for the class, further increments shall be allowed following the completion of the required service based upon the seniority increment anniversary date in the former department.

2) An employee who has acquired permanent status in a position and who is laid off because of lack of work or funds and is re-employed in the same class after such layoff, shall be paid a salary or wage which shall include credits for actual service, either permanent or temporary in the same class and department in which he has holdover status from date of permanent appointment in the class.

3) A permanent limited tenure employee with an interruption of not more than 30 calendar days in employment who is continued in a position in the same classification, or in a position in another classification deemed comparable by the Civil Service Commission under any type of appointment shall be paid a compensation based on service under limited tenure appointment. If he is appointed to a position in any classification without an interruption of more than 30 calendar days in employment, from an eligibility list, his salary shall be based on his original date of limited tenure appointment. The anniversary date for increments shall be calculated from the original date of the limited tenure appointment provided the employee meets the service requirements. This provision shall not apply to employees whose continuity of service is interrupted by resignation or termination for unsatisfactory services.

4) Employees in Class 2910 Social Worker and 2912 Senior Social Worker with continuous uninterrupted service who are laid off because of lack of work or funds and are appointed within 30 days to a permanent position in Class 2903 Eligibility Worker shall be paid a salary which shall include credit for the permanent or temporary time in classes 2910 Social Worker or 2912 Senior Social Worker.

SECTION VIII. METHODS OF CALCULATION

A. MONTHLY - An employee whose compensation is on a monthly basis shall be paid one-half of the monthly salary for his position for work performed during the semi-monthly payroll period. There shall be no compensation for time not worked unless such time off is authorized time off with pay.

B. BI-WEEKLY - An employee whose compensation is on a monthly basis shall be paid the bi-weekly salary for his position for work performed during the bi-

weekly payroll period. There shall be no compensation for time not worked unless such time off is authorized time off with pay.

EXCEPTION - Employees whose salaries are set by State Law on a monthly basis.

C. CONVERSION OF ANNUAL OR MONTHLY RATES TO SEMI-MONTHLY OR BI-WEEKLY RATES.

When rates of compensation provided on an annual or monthly basis are converted to semi-monthly or bi-weekly rates for payroll purposes and the resulting amount involves a fraction of a cent, the converted semi-monthly or bi-weekly rate shall be adjusted to eliminate such a fraction of a cent on the following basis:

1) A fraction of less than one-half ($\frac{1}{2}$) shall be dropped and the amount reduced to the next full cent.

2) A fraction of one-half ($\frac{1}{2}$) or more, the amount shall be increased to the next full cent.

D. DAILY RATES - A day's pay shall be determined by dividing the number of work days in a normal work schedule in a semi-monthly or monthly payroll period (including specified holidays) into half the monthly salary or into the monthly salary established for the position, or the amount of a day's pay shall be 1/10th of the compensation of a normal work schedule in a bi-weekly period including specified holidays.

E. CONVERSION TO BI-WEEKLY RATES - Rates of compensation established on an other than bi-weekly basis may be converted to bi-weekly rates by the Controller for payroll purposes.

SECTION IX. SENIORITY INCREMENTS.

A. ENTRY AT THE FIRST STEP.

1) Employees in the classifications listed in this paragraph, appointed

at the first step, shall advance to the second and each successive step upon completion of six months' service in each step.

1932 Assistant Storekeeper
2302 Orderly

(And other classes referred to on Page 18 of Salary Standardization Ordinance)

2) Employees in classifications other than those listed in Paragraph 1 of this section shall advance to each successive step upon completion of year of service in each step.

3) School term only employees of the Board of Education or Community College District, appointed at the first step shall advance to the second step upon completing six months or one year of aggregate working time from the date of appointment exclusive of school vacations. They shall advance to the third step the first of the month following the one year or six month anniversary date of appointment.

B. ENTRY AT OTHER THAN THE FIRST STEP.

Employees who, in accordance with the provisions of Section VII enters a classification at a rate of pay at other than the first step, shall advance one step upon completion of six months or one year of service. Further increments shall accrue following six months or one year of service at this step and at each successive step. School term only employees of the Board of Education or Community College District appointed at a rate of pay in excess of the first step shall advance to the next step in accordance with the provisions of Paragraph A (3) of this section.

C. TRANSFERRING CLASSIFICATION TO 8.401 FROM 8.403.

Where a classification, the compensation for which has heretofore been set under the provisions of Section 8.403 of the Charter, is transferred to

Section 8.401 of the Charter, an employee occupying a permanent position in said classification shall suffer no reduction in pay by reason of this transfer and shall continue to be granted salary increments based on the anniversary date of appointment until the maximum compensation is attained.

D. An employee appointed to a position in a classification, the compensation for which was fixed in the fiscal year 1972-73 pursuant to Section 8.400 of the Charter, shall receive in the current fiscal year a compensation within the salary range fixed in this ordinance based upon the employee's service in said classification.

E. CONTINUANCE OF RATE OF PAY IN CLASSIFICATION TRANSFERRED TO 8.401.

Whenever the rate of pay has been certified by the Civil Service Commission and set by the Board of Supervisors as of April 1 under Section 8.403 of the Charter, and subsequent thereto no longer meets the test of the provisions of Section 8.403, the rate shall continue to be paid for the ensuing fiscal year at the rate certified as of April 1.

F. RATES RELATED TO CURRENT SALARY STANDARDIZATION RATES.

Where a rate of pay for a classification included in this ordinance is set by reference to a rate of pay for a classification, the compensation of which is fixed under Section 8.403 of the Charter, such reference shall be to the salary standardization ordinance adopted pursuant to Section 8.403 of the Charter for fiscal year 1972-73.

G. DATE INCREMENT DUE.

Increments shall accrue and become due and payable on the next day following completion of required service as a permanent employee in the class, unless otherwise provided herein. ~~Required service shall be considered completed if the employee reports for duty on the first working day of the month.~~

H. SCHEDULE OF SALARY INCREMENTS.

The schedule of seniority increments as set forth below is hereby made a part of the schedules of compensation:

(See pages 20, 21 etc., in Salary Standardization Ordinance)

I. Employees of the Board of Education, appointed to school year only permanent positions and whose employment is subject to interruption because of school vacation, shall be considered to have completed the first six months or one year of service for increment purposes when the aggregate working time from the date of appointment totals six months or one year exclusive of the school vacation. To qualify for this increment, these employees may not be absent on leave without pay during this period for more than one month of the aggregate working time, except as provided in Paragraph (D)

J. EXCEPTIONS - No employee shall receive a salary adjustment based upon service as herein provided if he has been absent on any type of leave without pay excluding military, educational, or industrial accident leave, for more than one-sixth of the required service in the anniversary year, provided that no employee shall be denied two successive salary increments if the aggregate time worked since his previous increment equals or exceeds the service required for the increment lost, without changing his anniversary date, provided that absence of an employee on approved military leave, or the absence of an employee from his appointive or regular civil service position by reason of holding a promotive or appointive position in the City and County service for the purpose of computing salary adjustments and periods of such absence shall be credited in the same manner as actual service rendered.

If during fiscal year 1973-74 records of service required for advancement in the step increments within a compensation schedule are established and maintained by electronic data processing, then the following shall apply -

An employee certified to permanent appointment or appointed to a permanent position exempt from civil service, shall be compensated under such appointment at the beginning step of the compensation schedule plan, unless otherwise specifically provided for in the Salary Standardization Ordinance. Employees under permanent civil service appointment shall receive salary adjustments through the steps of the compensation schedule plan by completion of actual paid service in total scheduledhours equivalent to one year (or six months).

Paid service for this purpose is herein defined as exclusive of any type of overtime but shall include military or educational leave without pay.

Advancement through the increment steps of the compensation schedules shall accrue and become due and payable on the first day of the next weekly timeroll reporting period, following completion of required service as a permanent appointee in the class; provided that the above procedure for advancement to the compensation schedule increment steps is modified as follows -

An employee who during that portion of his anniversary year prior to January 1, 1973 is absent without pay for a period less than one-sixth of the time required to earn the next increment, will have such absence credited as if it were paid service for the purposes of calculating the date of the increment due during calendar year 1973.

An employee who during that portion of his anniversary year prior to January 1, 1973 is absent without pay for a period in excess of one-sixth of the time required to earn the next increment, will be credited with actual paid service prior to January 1, 1973.

SECTION X. SPECIAL PROVISIONS - EXTRA COMPENSATION STEP.

A. For fiscal year 1973-74, the provisions of this ordinance which govern the method of advancement of permanent employees on the basis of service from the first step to the fifth step in the compensation schedule plan, shall be modified. For every classification noted by a symbol (*1), permanent employees who are at the maximum step in the compensation schedule shall receive an increase to that step which represents a 5% increase over the maximum of the compensation schedule established for the class when they completed the amount of service required for advancement within the compensation schedule.

B. Problems or questions of procedure which may arise in connection with the administration of the provisions of this section shall be resolved by action of the Civil Service Commission in accordance with the purposes and intent stated above.

(This may be deleted and included in the compensation schedule)

SECTION XI. SCHEDULES OF COMPENSATION.

The schedules of compensation for the respective classifications of employment subject to the provisions of Section 8.400 and Section 8.401 of the Charter are shown in the following -

(Except as noted herein, rates for employees' classes are on a bi-weekly basis for a normal work schedule of five days per week - eight hours per day.)

ADMINISTRATIVE PERSONNEL, FISCAL AND CLERICAL SERVICE
(CODE 1000)
ADMINISTRATIVE AND MANAGEMENT GROUP
(CODE 1100)

1104	Parking Authority Director	39	603 - 733
1108	Executive Director, Health		

(See listing on pages 22, 23 etc. of Salary Standardization Ordinance.)

SECTION XII. SAVINGS CLAUSE.

If it shall be determined by any court of competent jurisdiction that any salary or wage rate schedules of compensation fixed herein, or any provision hereof, is contrary to the provisions of Section 8.400 and Section 8.401 of the Charter, or of any provisions of the Charter, or law, such determination shall not affect the validity of any other salary, wage or schedule of compensation or provision of this ordinance.